

# Maintaining Service Types

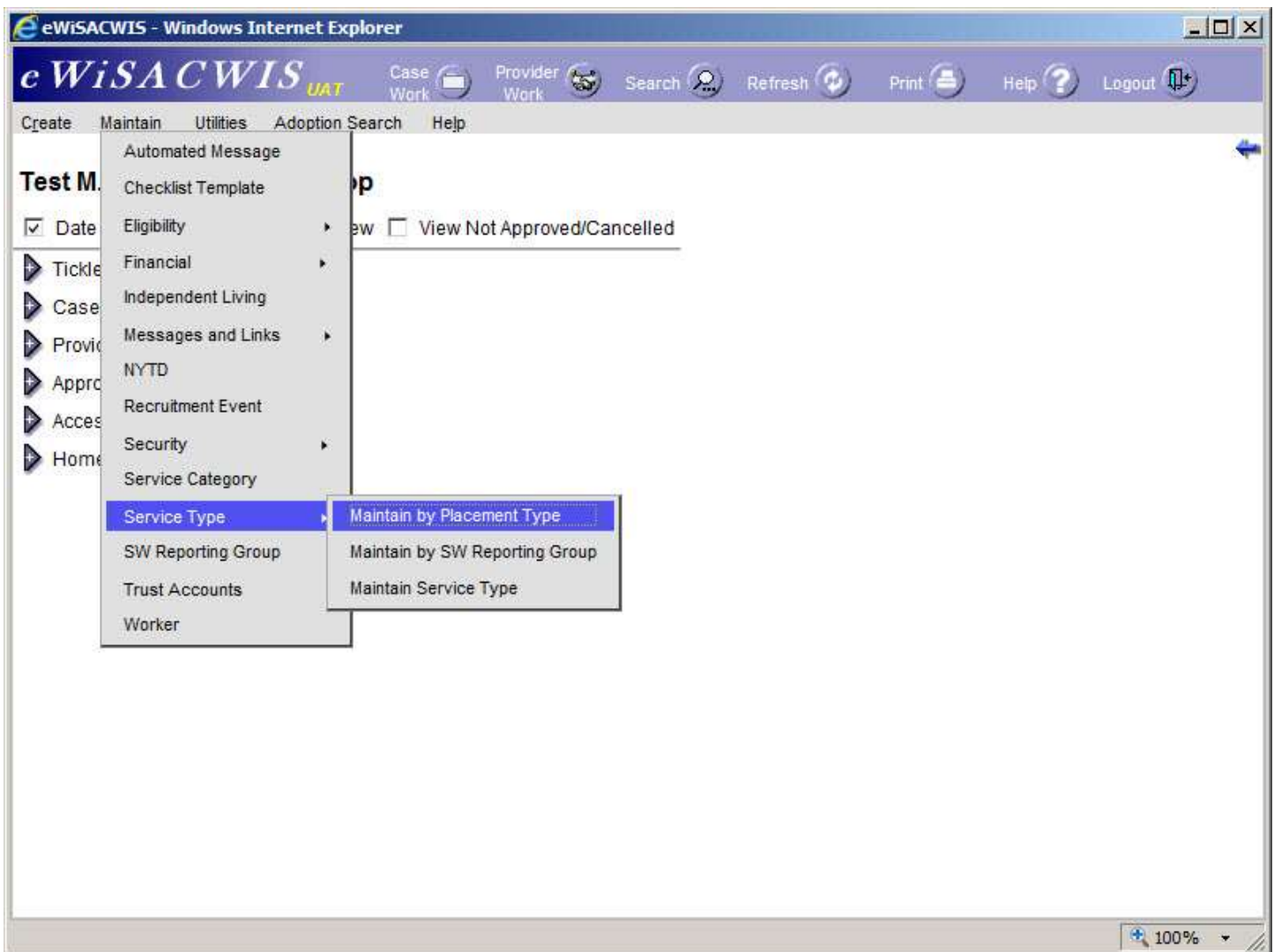
## (by Placement Type)

### Purpose

Through the process outlined below, you will learn how to maintain a group of Service Types by their associated Placement Type. This allows you to quickly update several core elements for a number of like Service Types for your county. For example, you may wish to update your Reporting Category for all of your county's Foster Care Service Types. By maintaining Service Types by Placement Type, you can easily go in and make a single update that will be copied to all Service Types associated with that Placement Type. Setting up core setups for each Placement Type also ensures that any new Service Types that are created will inherit the core characteristics of their like Service Type partners.

### Maintaining a Service Type by Placement Type

1. Select Maintain > Service Type > Maintain by Placement Type



2. From the Maintain by Placement Type page, select the Placement Type that you wish to work with. For our example here, we will be working with the Foster Home Placement Type.

**Maintain by Placement Type - Windows Internet Explorer**

**eWiSACWIS UAT** Print Spell Check Help

**Search**

County:  Placement Type:

**Service Information by Placement Type**

- AODA Treatment Agency
- Detention
- Foster Home
- Group Home
- Institutions
- Kinship Care
- Other
- RCC
- Shelter
- Supervised Ind. Living
- Treatment Foster Home

**Insert** **Save** **Close**

100%

3. Notice that each Placement Type has a “core setup.” This core setup was created as a conversion effort with this change being introduced. The conversion took the most common setup across all Service Types for a given Placement Type, but should be viewed for accuracy.

Maintain by Placement Type - Internet Explorer

eWiSACWIS UAT

Resource Print Spell Check Help

Search

County: Ashland Placement Type: Foster Home

Service Information by Placement Type

Created on: 06/14/2013 By: Conversion, Release 4.8 [Copy](#)

Recurring Payments

Fixed Monthly Amount ☐ Yes ☒ No

Pay in Advance ☐ Yes ☒ No

Require Release ☐ Yes ☒ No

Reporting Category: Reporting Category 8

SPC Code: 203

Insert

Save Close

100%

4. There are two ways to create a new core setup for a given Placement Type. The first option is to select the Insert button.

Maintain by Placement Type - Internet Explorer

eWiSACWIS UAT

Resource Print Spell Check Help

Search

County: Ashland Placement Type: Foster Home

Service Information by Placement Type

Created on: 06/14/2013 By: Conversion, Release 4.8 [Copy](#)

Recurring Payments

Fixed Monthly Amount ☐ Yes ☒ No

Pay in Advance ☐ Yes ☒ No

Require Release ☐ Yes ☒ No

Reporting Category: Reporting Category 8

SPC Code: 203

Insert

Save Close

100%

5. In the Service Information by Placement group box, update the Recurring Payment group box by select either the Yes or No radio button for each item, select the Reporting Category, and identify the SPC Code.

Maintain by Placement Type - Internet Explorer

eWiSACWIS UAT

Resource Print Spell Check Help

Search

County: Ashland Placement Type: Foster Home

Service Information by Placement Type

Created on: By: Delete

Recurring Payments

Fixed Monthly Amount ☐ Yes ☐ No Reporting Category: Reporting Category 8

Pay in Advance ☐ Yes ☐ No SPC Code: 203

Require Release ☐ Yes ☐ No

Created on: 06/14/2013 By: Conversion, Release 4.8

Recurring Payments

Fixed Monthly Amount ☐ Yes ☒ No Reporting Category: Reporting Category 8

Pay in Advance ☐ Yes ☒ No SPC Code: 203

Require Release ☐ Yes ☒ No

Insert Save Close

6. Click Save. You will receive the following message:

eWiSACWIS -- Webpage Dialog

You are about to update all related paid Service Types (excluding those identified as 1 x payments, or allowing a child specific rate). Please note, Wrap/FPI/YES Service Types will also be updated. If these Wraparound types should carry different characteristics from the general Service Type then please update those manually. Do you wish to continue with this update?

Yes No

Pay close attention to the fact that the update you are about to commit will not affect one-time payments or Service Types that use a child specific rate. Also note, that Wrap/FPI/YES versions of Service Types will be updated, so if your county handles these types of payments separate from the regular version of the Service Type then you will need to individually update those, setting them back to their desired setup.

7. The second option to create a new core setup for a given Placement Type is to select the [Copy](#) hyperlink next to the core setup you wish to build off.

Maintain by Placement Type - Internet Explorer

eWiSACWIS UAT

Resource Print Spell Check Help

Search

County: Ashland Placement Type: Foster Home

Service Information by Placement Type

Created on: 06/14/2013 By: Conversion, Release 4.8

[Copy](#)

Recurring Payments

Fixed Monthly Amount ☐ Yes ☐ No

Pay in Advance ☐ Yes ☐ No

Require Release ☐ Yes ☐ No

Reporting Category: Reporting Category 8

SPC Code: 203

Insert

Save Close

100%

8. Clicking the Copy button will insert a duplicate row. Each data element is a direct copy of the setup that it was copied from, and each element is enabled for editing. Make the changes that are necessary and Save the page.

**Maintain by Placement Type - Internet Explorer**

**eWiSACWIS UAT** Resource Print Spell Check Help

**Search**

County:  Placement Type:

**Service Information by Placement Type**

Created on: By: [Delete](#)

**Recurring Payments**

Fixed Monthly Amount ☐ Yes ☒ No Reporting Category:

Pay in Advance ☐ Yes ☒ No SPC Code:

Require Release ☐ Yes ☒ No

Created on: 06/14/2013 By: Conversion, Release 4.8

**Recurring Payments**

Fixed Monthly Amount ☐ Yes ☒ No Reporting Category:

Pay in Advance ☐ Yes ☒ No SPC Code:

Require Release ☐ Yes ☒ No

[Insert](#)

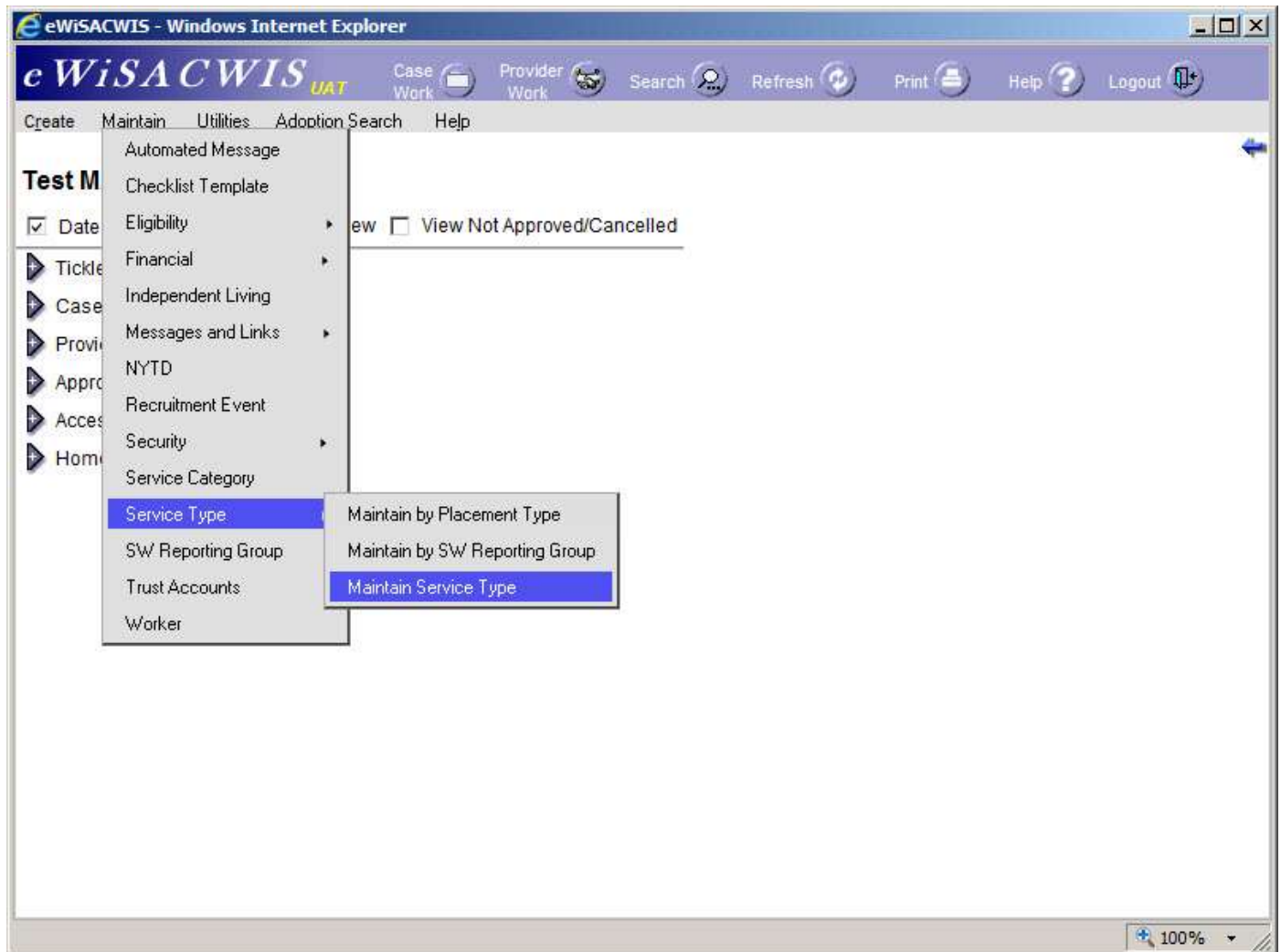
[Save](#) [Close](#)

100%

## Viewing the Updates to Placement Type

Once updates have been made to Service Types via the Maintain by Placement Type page, you can view all components of the Service Type via the Maintain Service Type and Rate page.

To access the Maintain Service Type and Rate page, select Maintain > Service Type > Maintain Service Type.



Updates made to Service Types via the Maintain by Placement Type page are identified in the red areas below.

**Maintain Service Type and Rate - Internet Explorer**

**eWISACWIS UAT** Resource Print Spell Check Help

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**Search Criteria**

View Inactive ☐

County: Ashland

Service Category: Foster Care ID: (25471) Category Type: Placement

Service Type: Foster Home (Level 2+) ID: (10057885)

Statewide Reporting Group: Foster Home (Level 2+)

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**Name**

Long: Foster Home (Level 2+) Medium: Foster Home (Level 2+) Short: FH (Lvl 2+)

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**Service Information**

Service Type Status: Active

SW Reporting Group: Foster Home (Level 2+)

Service Category: Foster Care

Service Group: Out-of-Home Care Services

Subgroup: Regular

Class: FH - Level 2+

Age Range: None

IV-E Eligibility: Title IV-E(Regular)

Reporting Category: Reporting Category 9

SPC Code: 203

Service Enabled By: Foster Care - DCF 56

License Type Required: Level 2

Approval Level (1 X Payment):

☐ Enable Placement (1 X Payment)

☐ Clothing Allowance (1 X Payment)

☐ Extraordinary Payment (1 x Payment)

☐ Prefill into Templates

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**Payment Information**

☒ Payments Allowed Date Last Paid: 08/01/2015

Rate Type: By Age

Fixed Monthly Amount ☐ Yes ☒ No Updated on: 11/30/2015 By: Kiel, Robert

Pay In Advance ☐ Yes ☒ No Updated on: 11/30/2015 By: Kiel, Robert

Require Release ☐ Yes ☒ No Updated on: 11/30/2015 By: Kiel, Robert

☐ Non-System-Disbursed Payment

☐ Override Parent Agency Rule

☐ Rate Edit Updated On: 10/16/2013 By: Partridge, Christopher **Rate**

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**Spending Limit**

Type: Child Based Period: Monthly Amount: \$2,000.00

Approval Level for Override:

**Save Close**

100%